Attendance Notification and Accessing Class Roster on Self-Serve

In your email to roster@up.edu, please include:
- Your name
- Course number(s) and section(s)
- Student's name and student ID number (if applicable)
- Course Title(s)

❖ **If all students are attending**, please write "ALL ATTENDING" next to the class. For example:

Microeconomics, ECN 121 A – ALL ATTENDING

❖ If there are students who are **registered but not attending**, please list the class, the student's name, student ID number, and write "not attending" next to their name. For example:

Microeconomics, ECN 121 A - Jane Smith, 000123456, NOT ATTENDING

❖ If there are students in your class who are **not registered but are attending**, please list the class, the student's name, student ID number, and "attending, not on roster" next to their name. For example:

Microeconomics, ECN 121 A - Jane Smith, 000123456, ATTENDING, NOT ON ROSTER

PLEASE NOTE: In order to transfer the class roster from Self-Serve to **Microsoft Excel**, you must use the **Microsoft Internet Explorer web browser**. *Macintosh users should note that the Safari web browser is **not** compatible with this procedure.*

To view the class roster in Self-Serve

1. Open Internet Explorer and go to https://pilots.up.edu.
2. Enter your network username and password and click 'Login'.
3. Click on 'Self-Serve' in the menu bar or in the right hand column.
4. Select the 'Faculty & Advisors' tab.
5. Click on 'Term Selection' and choose the term from the drop down menu. Click on 'Submit'.
6. Click on 'CRN Selection' and choose the CRN of your class. Click on 'Submit'.
7. You can select to view the 'Summary Class List' or the 'Detail Class List'.

If the word 'Confidential' is listed next to a student's name on the class list (or any page in Banner Web), it indicates that the student has requested that no information regarding the student may be released to a third party.

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Explanation of registration codes on the Summary Class List

RE	Registered
RW	Registered via the web
UU	Audit course
WC	Withdrawn from course
AW	Withdrawn from course by exception to academic regulations
WS	Student has withdrawn from all classes for the semester
DC	Student dropped course